

**SUSSEX COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE  
MEETING MINUTES  
MAY 11, 2023**

There were 33 members/guests in attendance.

Chip Stevenson	Sussex County LEPC
Kelly Kruger	Sussex County EOC
Steve Phillips	DEMA
Todd Wardwell	USCG
Al Martinez	Mountaire
Chris Evans	Penn Fiber
Chris Mitchell	NRG
James Hanes	DHSS
Danielle Breitreitz	Denstply Sirona
Andy Jones	Denstply Sirona
Wayne Lalicon	PHMSA
Wayne Vogel	DPH
David Keith	Penn Fiber
Jim Woznicki	DPL
Matt Kelley	
Omar Jackson	ICP Group
Kristin Deno	Trinity Logistics
Doug Henry	Seaford School District
James Brown	Perdue
Sand Hoffman	Chesapeake Utility
Tony Susi	Red Cross
Fred Haas	SCEMS
Dave Irwin	New Castle County LEPC
Brandon Olenik	Kent County LEPC
Mark Dolan	DNREC-ARP
Nicholas Butler	DNREC-EPCRA
Glenn Marshall	SCEMS
Jim Atkins	Bay Health
Michael Kaupa	Mountaire
Bill Davis	DNREC-EPCRA

Bob Shinholt  
Bryan Walton  
John Thielemann

ALOFT AeroArchitects  
Delmarva Two Way  
Sharp Energy

Chairman Stevenson called the meeting to order at 10:00 a.m.

The minutes of the March 9, 2023, meeting were approved.

Chairman Stevenson compiled the meeting attendance list.

## REPORTS-

### -DNREC-EPCRA- Bill Davis-

### EPCRA Reporting Program LEPC Report – May 2023

#### [RY2022 Reporting Status](#)

Below are the Tier II Reports for 2022 (that were due March 1, 2023) that have been submitted through the online *Tier II Manager*<sup>™</sup> System. The numbers presented below are approximate as facilities have determined their own LEPC designation, and these determinations have not been verified by each LEPC. LEPCs can access and view the reports through the T2M system.

Table-1. RY2022 Submitted EPCRA 312 (Tier II) Reports  
(LEPC designation reported by Facility)

Current 5/02/2023 RY 2022	Last Meeting 3/06/2023 RY2022	1 Year Ago 5/02/2022 RY2021	Note that status of facilities may change
2646	2566	2608	State Total
963	919	933	Sussex
533	521	530	Kent
1003	983	986	New Castle
147	143	159	Wilmington

Data via T2M Advanced Report

**Table-2. Active Facilities in the T2M Database**

<b>Current 5/2/2023</b>	<b>Facilities 302 EHS&gt;TPQ</b>	<b>Note that new facilities may not have submitted a RY22 Tier II, or old facilities may be missing in RY22.</b>
<b>2690</b>	<b>282</b>	<b>State Total</b>
<b>982</b>	<b>58</b>	<b>Sussex</b>
<b>535</b>	<b>52</b>	<b>Kent</b>
<b>1016</b>	<b>148</b>	<b>New Castle</b>
<b>157</b>	<b>24</b>	<b>Wilmington</b>

Data via T2M *Facilities* tab

**Table-3. Fee Payments**

<b>2023 Calendar Year Total Receipts</b>	<b>Note that a facility may have more than one invoice due to <i>revisions</i> that affect fees.</b>
<b>1870</b>	<b>Number of facilities that pay fees</b>
<b>692 government 84 non-profit</b>	<b>Fee Exempt Facilities</b>
<b>\$482,796</b>	<b>Fees Paid</b>

Data via T2M *Advanced Report*

**[Recent Reports & New Facilities](#)**

**Table-4. Changes Since Last LEPC Meeting**

<b>New Facili ties<sup>1</sup></b>	<b>302 Submit tals</b>	<b>311 Submit tals</b>	<b>312 Updat es</b>	<b>312 Revisi ons</b>	<b>312 Annual s Due 3/ 1/ 23</b>	
<b>3</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>10</b>	<b>80</b>	<b>State Total</b>

3	0	1	0	2	44	Sussex
0	0	0	0	3	12	Kent
0	0	4	1	5	20	New Castle
0	0	0	0	0	4	Wilmington

<sup>1</sup> ***New Facilities*** are those that have been created within *TierIIManager™* and may not have submitted a 312-Annual report yet; therefore, the number of *New Facilities* will not match the number of reports.

**-DEMA UPDATES- Steven Phillips**

**SERC Report**

- Will request reports for FY23 SERC Annual Report on June 30. Period of performance to cover is July 1, 2022, to June 30, 2023. Will be developing two versions of the Report for the SERC to review, one will be the standard format and the other will be a shortened/concise version.
- The next Planning & Training Committee meeting is on May 18. Following meeting is August 17.
- The next Quarterly SERC meeting is on June 14. Following meeting is September 13.

**HMEP Report**

- Currently in Year 1 of the HMEP three-year grant period. \$199,941.00 Total Grant Amount for Year 1. \$42,448.01 spent as of May 1.
- HMEP Subgrantee Quarterly Reports will be requested on July 3 with a return date of July 14.
- The HMEP Year 2 Continuing Application was submitted to PHMSA on March 22. Year 2 opens on October 1.

**DEMA Report**

- An evening REP siren test occurred on April 4; no issues encountered. Next siren test is July 5, evening test.
- A quarterly REP drill was/will be held on May 10. This is an afternoon drill starting at 4 PM.
- DEMA deployed staff members to support Sussex County following the severe thunderstorms and tornado that occurred on April 1. Supported with damage assessment teams, damage assessment coordinators, and planning staff.
- A Potassium Iodide (KI) Distribution event was held on April 20 from 11:00 AM to 7:00 PM at Volunteer Hose Company of Middletown. Participation from NCC OEM, DPH, VHC of Middletown, Pharmacy Students, translation services, and DEMA. 235 households/businesses received tablets.

- DEMA participated in a USCG sponsored Seminar/Tabletop Exercise on March 15. The topic for this exercise was a large marine firefighting response to a burning oil tanker at Big Stone Anchorage.
- March 21, DSFS, DNREC, DeIDOT, and DEMA participated in a discussion with numerous fire chiefs across Delaware regarding major rail responses.
- DEMA brought in DHS' Chemical Security Analysis Center to our monthly training day on March 21. CSAC's mission is to identify and assess chemical threats and vulnerabilities in the United States and develop the best responses to potential chemical hazards. CSAC supports the homeland security community by providing a crucial knowledge repository of chemical threat information, design and execution of laboratory and field tests, and a science-based threat and risk analysis capability, among other services.
- Jennifer Walls is the new Recovery Section Principal Planner, replacing Leanne Vanderveer.
- Nicole Jenkins is the new Finance Section Accountant. Nicole will be taking Valerie Pryor's position upon her retirement.

**SCEMS-Glen Marshall-**  
No Updates

**DECON Trailer Updates-**  
No Updates

**Kent County LEPC-Brandon Olenik-**  
The Kent County LEPC meeting was held on Tuesday May 9, 2023.

**New Castle County LEPC-Dave Irwin-**  
The New Castle County LEPC meeting was held on May 8, 2023.

**Wilmington LEPC- Willie Patrick-**  
No Report

**Wayne Vogel-DPH-**

**DPH Briefing LEPC Meeting – May 2023**

- Dr. Elizabeth (Liz) Brown, a board-certified family physician who has served as Chief Medical Officer of the Division of Medicaid and Medical Assistance (DMMA) since 2018, has assumed the role of Interim Director of the Division of Public Health, effective April 1, 2023. Dr. Brown replaces Dr. Rick Hong, who has served as Interim Director since July 1, 2022. Dr. Hong

will move into the role of Casual/Seasonal Physician Adviser for the Division of Public Health.

- DPH held a Family Assistance Center (FAC) TTX on March 20. A FAC is a facility that is established as the result of a mass fatality incident (MFI), including, but not limited to, an aviation, maritime, highway, pipeline, or rail accident; natural disaster; or terrorism event. A FAC is a centralized location built on multi-agency coordination where families of victims can receive information and support services that have been activated for the MFI.
- The DPH Strike Team held a TTX on March 22<sup>nd</sup>. The DPH Strike Team is a resource to provide technical assistance and training in healthcare facilities. The team consists of volunteers, state employees from different departments, who are trained to assist Long-Term Care (LTC) centers and healthcare facilities with incidents that overwhelm the incident management capabilities. DPH is planning for a functional exercise in the fall.
- DPH Office of Emergency Medical Services conducted a Radiological Medical Surge workshop on May 4<sup>th</sup>. A full day of speakers from the hospitals shared their radiological response capabilities. A Radiological Medical Surge TTX exercise is planned for June 1.
- State Health Operations Center (SHOC) remains at Level 2 for COVID-19 but will likely drop to Level 1 when the Delaware Public Health Emergency expires on May 11 — the same date the federal Public Health Emergency is set to expire.

#### Red Cross-Tony Susi-

On 4/22/23 installed over 200 smoke alarms and people were educated on them. Still dealing with aftermath from the tornadoes.

#### Sussex County LEPC-Chip Stevenson-

- Attended the New Castle County LEPC meeting on March 13<sup>th</sup> and May 8<sup>th</sup>.
- Attended the Kent County LEPC meeting on March 14<sup>th</sup> and May 9<sup>th</sup>.
- Attended the NASTTPO Conference in Salt Lake City, UT from April 16<sup>th</sup>-April 21<sup>st</sup>.
- Observed the Reunification Exercise at Sussex Tech High School on March 24<sup>th</sup>.
- Attended the DAFB HazMat Exercise with the Kent County LEPC in Dover on April 5<sup>th</sup>.
- Participated in the IPM for the Sea Witch Festival TTX on April 25<sup>th</sup>.

- Deployed with Sussex County Emergency Management Team for a weather event in Greenwood on April 2<sup>nd</sup>.
- Facilitated the placement of the yearly EPCRA advertisement in the local newspaper.

**-PRESENTATIONS-**

Mark Dolan and Ken Cenci of DNREC provided an overview of the Delaware DNREC ARP Program.

**NEXT MEETING- Thursday, July 13, 2023, 10 A.M.-Sussex County Emergency Operations Center, 21911 Rudder Lane, Georgetown, DE.**